

DATE: _____

FOR: XO, USA RCTG BN ALBANY

NAME: _____

STATUS: **ACTIVE**_____ **RESERVE**_____ **CIVILIAN**_____

LEAVING FROM: _____
(CITY) (COUNTY) (STATE)

FIRST STOP: _____
(CITY) (COUNTY) (STATE)

SECOND STOP: _____
(IF APPLICABLE) (CITY) (COUNTY) (STATE)

RETURN TO: _____
(CITY) (COUNTY) (STATE)

DATES: **LEAVE:** _____ **RETURN:** _____

TOTAL DAYS: TOTAL NIGHTS:

WHERE WILL YOU BE STAYING (BILLETING/HOTEL NAME AND PHONE NUMBER)

APPROVAL (COMPANY COMMANDER/1ST SGT/STAFF CHIEF) _____

PURPOSE OF TDY _____

- (1) Traveler will fill out this sheet and submit to company headquarters
- (2) Company Headquarters will approve and send to budget
- (3) Budget office will figure estimated cost – give to XO for approval
- (4) Request will then be given to S1 for typing and processing